HMRC - RM4186 - RO Instructions: How To Handle Employment And Pension Income

If PAYE has been deducted from the employment or pension income confirm the pay and tax as follows.

the figures on which you may repay

that any figures on the P45 (2) and (3) are correct

confirm in writing that

the figures on the claim are correct

you may repay on those figures

Before repayment, if there will be a delay in receiving confirmation from the PAYE District because the District has to contact the employer or the Collector tell the claimant the reason for the delay.

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